



South Carolina Department of Health
and Environmental Control

NOTICE

TO: Recycling Mini-Grant Applicants

FROM: Tina Lindler
Office of Solid Waste Reduction and Recycling

RE: FY2005 Recycling Mini-Grant Application Package

The Recycling Mini-Grant is a competitive grant program that allocates grant funds to public school districts, public schools, and private schools within South Carolina. Funds must be used towards the purchase of recycling containers, composting supplies, "Action for a cleaner tomorrow" lesson supplies or Recycling Club supplies.

Priority will be given to public and private schools, and public school districts that have not received a grant from the Office of Solid Waste Reduction and Recycling within the last two (2) fiscal years (FY2003).

Schools may receive up to \$1,250 or \$7,500 for an entire School District per fiscal year. The grant cycle will run from November 2004 - June 30, 2005.

You may submit your application by e-mail to lindleic@dhec.sc.gov by downloading and completing the information using Microsoft Word or Word Perfect.

You may also submit the application by mail to the following address:

Tina Lindler
SC DHEC
Office of Solid Waste Reduction and Recycling
2600 Bull St.
Columbia, SC 29201

Grant applications will be accepted no later than Friday, September 17, 2004.
Grants will be awarded in the fall of 2004.

Thank you for your interest in the Recycling Mini-Grant Program. If you have any questions or comments about the application or guidelines, please e-mail me at lindleic@dhec.sc.gov or you may call me at (803) 896-4235.

FY2005 RECYCLING MINI-GRANT PROGRAM

The Recycling Mini-Grant is a competitive grant program that allocates grant funds to public school districts, public schools and private schools within South Carolina. Funding for this program is made possible through the South Carolina Office of Solid Waste Reduction and Recycling. These are classified as state funds. Specifically, funds for the Recycling Mini-Grant Program come from the petroleum sub-fund.

It is not the intent of the Recycling Mini-Grant Program to pay recurring expenses. Funds are to be used to encourage the development of hands-on projects that teach the importance of source reduction and recycling.

ELIGIBILITY: Public and private schools, and Public School Districts may apply for grant funding. Priority will be given to those schools that have not received a grant from the Office of Solid Waste Reduction and Recycling within the last two (2) fiscal years (FY2003).

TIME FRAME: Grant application will be accepted no later than **Friday, September 17, 2004**. The grant cycle will run from November 2004 – June 30, 2005.

BUDGET: Public and private schools may apply for grant funds up to **\$1,250**. School Districts will not receive more than **\$7,500** per Fiscal Year. Payments will be made to the School District.

THE FOLLOWING ITEMS ARE NOT ALLOWABLE UNDER THIS GRANT PROGRAM:

1. Personnel costs
2. Recurring costs, e.g., contractual expenses, leases, etc.
3. Heavy equipment, e.g., tillers, mowers, chipper/shredders, etc.
4. Programs offered for a fee by third parties will not be funded, including but not limited to, professional speakers, assembly programs, tuition expenses, etc.
5. Trash cans

Funding Type	Uses	Maximum Allowable
<i>Recycling Collection Programs</i>	<i>Containers</i> - Classroom or outdoor bins used to collect recyclables. Containers must be used for the collection and recycling of materials.	<i>\$1,000</i>
<i>Education Programs/ Student Activities</i>	<i>Composting</i> - This may include supplies for composting projects and/or vermi-composting projects. Funds may be used for composting reference materials. Applicants may request trees, flowers, seeds, shrubs, etc. but ONLY in conjunction with a composting project and MUST not exceed \$100 of the proposed budget.	<i>\$250 towards any one project or any combination</i>
	<i>“Action for a cleaner tomorrow” lesson supplies</i> - This may include supplies to support lessons from “Action for a cleaner tomorrow”. Lessons must be listed in the application and/or budget.	
	<i>Recycling Club supplies</i> - This may include supplies to support recycling related activities of the Club.	
		<i>Total Allowable \$1,250</i>

GUIDELINES

1. Funds may be used only for recycling containers, composting supplies, "Action for a cleaner tomorrow" lesson supplies and/or Recycling Club supplies.
2. Only one application per school will be accepted for grant consideration.
3. Grant requests may not exceed \$1,250 per school or \$7,500 for an entire School District per fiscal year.
4. Priority will be given to those schools that have not received a grant from the Office of Solid Waste Reduction and Recycling within the last two (2) fiscal years (FY2003).
5. Applicants MUST include a used oil education component as a part of the overall project for consideration of the grant. THE COLLECTION OF USED OIL WILL NOT BE ACCEPTED FOR THIS PORTION OF THE GRANT APPLICATION.
6. Projects MUST be created, designed and implemented by teachers, principals, district personnel or students.
7. Applicants must complete previously approved grant project or obtain extension from the Office.
8. Applicants must submit a complete application. The applicant MUST answer ALL questions and obtain ALL of the appropriate signatures on the application. INCOMPLETE applications will not be considered for funding.
9. Applicants should provide any descriptive language that may support the project, e.g., brochures demonstrating equipment, pictures, etc.
10. Applicants must demonstrate the budget is appropriate for the project and ALL procurement policies have been followed. Applicants must follow their school or school districts procurement policy.
11. The state reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the state to do so.

METHOD OF PAYMENT

Payment will be made to the school district or private school upon execution of the signed grant agreement. Payments will be made to address the approved budget as outlined in the grant agreement. Failure to comply with the terms of the grant agreement may result in re-payment of grant funds to the Grantor (DHEC).

REPORTING REQUIREMENTS

A Final Progress and Budget Report will be required at the end of the grant cycle. All grantees must submit copies of invoices, receipts, purchase orders or canceled checks for auditing purposes. The Office of Solid Waste Reduction and Recycling will provide all forms. Additionally, a scrapbook must be submitted detailing the grantee's grant year. Copies of any items produced as a result of grant funding must be provided to the Office (e.g., brochures, videos, pamphlets, posters, etc.).

FY2005 RECYCLING MINI-GRANT APPLICATION

Provide the following information on attachments, in sequence and numbered for reference:

Total Funds Requested: \$ _____

1. Name of District
2. Name of District Superintendent
3. Address of District
4. Telephone Number of District
5. Federal Employer I.D. No.
6. Name of Finance Officer or Grant Administrator
7. Telephone Number of Finance Officer or Grant Administrator
8. Name of School
9. Name of Principal
10. Telephone Number of School
11. Name of Contact Person (Person Handling Program on Daily Basis)
12. Address of Contact Person Work Home
13. E-Mail Address
14. Telephone Number of Contact Person Work Home

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15. Please check one or more of the following areas in which you intend to apply for grant funds:

_____ Recycling Collection Programs (maximum \$1,000)
_____ Education Programs/Student Activities (maximum \$250 for one or any combination of the three)
Composting, "Action for a cleaner tomorrow" lesson supplies and/or Recycling Club supplies

16. Describe how grant funds will be utilized for areas checked above. This description must include the following information:
 - A. Overview and anticipated outcome of the project
 - B. Current recycling efforts in your school
 - C. If requesting materials for Recycling Collection Program, please list where the recyclables, e.g. paper, aluminum, cardboard, etc. will be taken and/or who will pick the recyclables up.
 - D. Provide a detailed budget. List the items needed for this project and their costs. Costs MUST match project description.
 - E. Provide a detailed timeline for the project.
17. Explain the used oil education component of the project. Describe How this Program Will Promote Awareness for Proper Disposal of Used Oil. **THIS QUESTION IS MANDATORY AND MUST BE ANSWERED.**

Hint: It is illegal to dispose of used motor oil on the ground, in the garbage or in the water. Thus, it is important to teach students about the benefits of proper disposal of used oil. Past grant projects have included poster contests, essays, brochures, student-made videos about the proper disposal of used oil, and a student designed computer game that included trivia questions about used oil.

I certify that I am familiar with the information pertained in the Recycling Mini-Grant application and proposal budget, and that to the best of my knowledge and belief such information is true, accurate and complete.

Name of School and/or School District

Signature of District Superintendent

Date

Signature of District Finance Officer or District Grant Administrator

Date

Signature of Principal

Date

Signature of Contact Person

Date

If application was submitted by e-mail, please provide the date: _____

*Applications may be mailed or e-mailed to the address below no later than **Friday, September 17, 2004**.
If e-mailing the application, then you **must** submit this signature page by mail.*

GRANT COORDINATOR: Tina F. Lindler, Environmental Health Manager

E-MAIL ADDRESS: lindleic@dhec.sc.gov

MAILING ADDRESS: South Carolina Department of Health and Environmental Control
Office of Solid Waste Reduction and Recycling
2600 Bull Street
Columbia, South Carolina 29201

LOCATION: 8911 Farrow Road
Columbia, SC 29203

PHONE: (803) 896-4235 or 1-800-768-7348